

## **ANNOUNCEMENT NUMBER: 12-031**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant (Center for Disease Control)  
FSN-7; FP-7\*

**OPENING DATE:** 1 June, 2012

**CLOSING DATE:** 15 June, 2012

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: USD 39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

\*Ordinarily Resident: USD 28,364 p.a. (Starting salary)  
(Position Grade: FSN-7)

**LENGTH OF HIRE:** TEMPORARY CONTRACT – 6 months

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Luanda is seeking an individual for the position of Administrative Assistant to the Senior Laboratory Advisor at the Center for Disease Control (CDC) offices in Luanda.

### **BASIC FUNCTION OF POSITION**

The basic function of the position consists providing Administrative Support to the Public Health Specialist. Works with other CDC Administrative staff to ensure coverage for senior management and establish and maintain official documents. Types official correspondence, requests appointments and meetings to acquire and return documents for arriving/departing personnel for laboratory matters. Maintains log of documents submitted and follows up regularly with Ministry of Health and other partners to ensure timely processing of all requests, required documents, and resolution of problems. Maintains all associated files. Informally translates non-technical correspondence, memoranda, diplomatic notes, policies and regulations, from Portuguese into English and vice versa as required. Review budgets for accuracy, perform basic calculations and balance receipts and expenditures of program funds.

For a complete copy of the position description listing all duties and responsibilities, please contact the Human Resources office at HROLuanda @state.gov

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION:** High School Diploma
2. **REQUIRED WORK EXPERIENCE:** Min 3 years administrative, management, or office experience.
3. **REQUIRED LANGUAGES:**  
Level III fluency in speaking/reading/writing English;  
Level IV (fluency in speaking/reading/writing) Portuguese required  
(will be tested)
4. **REQUIRED JOB KNOWLEDGE:** Must have a thorough understanding of routine office functions and procedures. Must have the ability to work and communicate effectively with high ranking officials of the various offices of the State Department and Branch Federal Government Offices. Must also have general familiarity with budget procedures and the ability to review budgets for accuracy, perform basic calculations and balance receipts and expenditures. Strong interpersonal communication and negotiation skills
5. **REQUIRED TECHNICAL KNOWLEDGE:**  
Typing at 40/45 wpm. Ability to use word processing equipment; familiarity with MS Office Suite (PowerPoint, Excel, etc.). Must possess pleasant personality and be able to work with people at all levels including Government of Angola officials. Must be able to draft official correspondence and be familiar with local laws and customs

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must go through background investigations.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Administrative Officer  
American Embassy Luanda  
Attention: Samuel Kawawe  
Av Presidente Houari Boumediene, No. 32, Luanda  
Or email to: HROLuanda @state.gov

### **POINT OF CONTACT**

Human Resources Office  
Attention: Olga Campos  
Telephone: 222641161  
FAX: 222641232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: 15 JUNE 2012**

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Maureen Yates  
Human Resources Officer